



## Josephine Koh Music Studio

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### Notice to ALL Parents and Students

#### Rules and Regulations.

1. **Fee Payment:** All students are to pay their fees on the 1<sup>st</sup> lesson of the month or **50%** of the fees will be levied for late payment. The studio has the right to freeze the lessons in cases of default. All students will receive a notification to top up their deposits, where applicable.
2. **Registration of Exams.** All students entered for exams are registered with their respective teachers under **Josephine Koh Music Studio**. The mode of entry endorses and recognizes the efforts of the teachers. **However, it is to the discretion of the studio to withdraw students** in cases of poor attendance, non-payment of fees, poor progress or any other reason deemed detrimental to the reputation of the studio.
3. **Closing Date:** All registration examination fees must be paid on or before the stated closing date. The studio will not register students and will not entertain whatsoever reason for non or late payment.
4. **Administration Fees:** The studio charges a minimal administrative fee, for administrative work that takes place from the point of registration to collection of results and certificate.
5. **Students will not be allowed to enter as private candidates.** Any student who leaves the studio either on their own accord or have lessons terminated will be withdrawn immediately from the examination. **There is no exception to this rule.**
6. **Preparation to Exams:** All students are expected to attend performance classes and to be assessed for their progress and works learnt. Failure to attend performance classes on a regular basis will risk being barred from the examinations.
7. **Make up classes:** Where make up classes are mutually agreed on, they must be justified and cleared within each calendar month. The studio will not accept claims thereafter.
8. **Paid Holidays:** All teachers at the studio are qualified and are regarded and respected professionally. In similar standing with all professions, the studio will ensure 2 weeks paid holidays in December, 1 week during Chinese New Year and for all public holidays.
9. **Feedback:** The studio will accept all reasonable feedback in the interest of the students. Parents who do not believe in the disciplined training and professionalism of the studio are advised to transfer their children out of the studio by the end of the academic year in September/October.
10. **Students on Holidays:** Students on holidays will need to pay **fees of absence** of half the fees liable. The studio will not accept application for holidays beyond 1 month.
11. **Exam Breaks:** The studio supports students on academic exam breaks, **only** for PSLE, 'O' and 'A' level exams.

**\*Foreign students:** From September 2010, foreign students will pay fees at 20% above that of local students.